

Sample Work Plan Entries

Timeline	Activity	Responsible Party	Identify if this activity is associated with Phase 1, Phase 2, community Level, or Other. If Other briefly describe how this activity supports either Phase 1,Phase 2, or Community Level programming.
Feb-19	Conduct Phase 1 programming in XYZ School	Primary Prevention Coordinator; Community Educator	Phase 1
Feb-19	Conduct Phase 2 group in ABC School	Prevention Educator	Phase 2
Mar-19	Conduct Phase 1 in XYZ School and Phase 2 in ABC School	Prevention Educator; Primary Prevention Coordinator	Phase 1 and Phase 2
Apr-19	Conduct Phase 1 XYZ School	Prevention Educator	Phase 1
Apr-19	Plan project with Phase 2 participants	Primary Prevention Coordinator	Phase 2
May-19	Complete Phase 1 in XYZ School;	Prevention Educator	Phase 1
May-19	Complete Phase 2 Project	Primary Prevention Coordinator	Phase 2
Jun-19	Prevention team - wrap up meeting to discuss implementation efforts last year	Primary Prevention Coordinator; Sexual Assault Manager	Supports Phase 1, Phase 2 and Community Level Programming
Jun-19	Attend Prevention Institute	Primary Prevention Coordinator	Supports Phase 1, Phase 2 and Community Level Programming
Jul-19	Prevention team meetings to discuss implementation; evaluation; materials review; planning	Primary Prevention Coordinator; Prevention Educator; Sexual Assault Manager	Supports Phase 1, Phase 2 and Community Level Programming
Aug-19	Attend the National Sexual Assault Conference	Primary Prevention Coordinator; Sexual Assault Manager	Supports Phase 1, Phase 2 and Community Level Programming
Sep-19	Education to teachers/counselors at XYZ School	Primary Prevention Coordinator	Supports Phase 1, Phase 2 and Community Level Programming
Sep-19	Conduct Phase 1 programming in XYZ School	Primary Prevention Coordinator; Community Educator	Phase 1
Sep-19	Conduct Phase 2 group in ABC School	Primary Prevention Coordinator	Phase 2
Oct-19	Conduct Phase 1 XYZ School	Prevention Educator	Phase 1
Nov-19	Plan project with Phase 2 participants	Primary Prevention Coordinator	Phase 2
Nov-19	Complete Phase 1 in XYZ School;	Prevention Educator	Phase 1

Timeline	Activity	Responsible Party	Identify if this activity is associated with Phase 1, Phase 2, community Level, or Other. If Other briefly describe how this activity supports either Phase 1,Phase 2, or Community Level programming.
Dec-19	Complete Phase 2 Project	Primary Prevention Coordinator	Phase 2
Dec-19	Prevention team meetings to discuss implementation; evaluation; materials review; planning	Primary Prevention Coordinator; Prevention Educator; Sexual Assault Manager	Supports Phase 1, Phase 2 and Community Level Programming
Jan-20	Begin Phase 1 in XYZ School	Prevention Educator	Phase 1
Jan-20	Continue Phase 2 group meetings in ABC School	PPC	Phase 2